



California Department of Education
Selection Services Office
Examination Bulletin

SUPERVISING COUNSELOR,
SCHOOL FOR THE DEAF
Continuous Filing

OPEN/SPOT: RIVERSIDE COUNTY

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY	This examination is open to anyone who meets the “Requirements for Admittance to the Examination”. Career credits do not apply.		
HOW TO APPLY	<div>Submit Examination Application (STD. Form 678):</div> <div><div>By mail to:</div><div>California Department of Education Selection Services Office P.O. Box 1236 Sacramento, CA 95812-1236</div><div>or</div><div>In person to:</div><div>California Department of Education Selection Services Office 1430 N Street, #1802 Sacramento, CA 95814</div></div>		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item 2 of the “Examination and/or Employment Application”. You will be contacted about specific arrangements.		
FINAL FILING DATE	<div>The California Department of Education will accept applications on a continuous basis and test applicants:</div> <div><div><div>FINAL FILING DATES</div><div>November 14, 2002 March 8, 2003 June 28, 2003</div></div><div><div>RATING PANEL CONVENES</div><div>December 2002 April 2003 July 2003</div></div></div> <div>Applications (Std 678) must be received no later than one of the above final filing dates. Applications received after one of the designated dates will be considered for the next examination. Note: All applications/resumes must include: "To" and "From" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information may be rejected.</div> <div>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</div> <div>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “Or” II, “Or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</div> <div>Sign Language Requirement: Proficiency in the use of American Sign Language.</div> <div>Education Requirements: Completion of 18 semester units or equivalent of college level course work in the following areas: (Note: A minimum of three semester units or equivalent must be completed in at least three different areas. Course content rather than title will determine acceptability as it relates to the minimum requirements.)<div><div>1. Child growth and development.</div><div>2. Recreational planning and/or physical education methodology for children.</div><div>3. Education techniques.</div><div>4. English composition or report writing.</div><div>5. Health science and hygiene.</div><div>6. Psychology, sociology, behavioral sciences, handicapping conditions, family life, social work, or rehabilitation.</div></div><div>(Equivalent to completion of two-year college associate degree in any major or a Certificate of Achievement requiring 18 or more semester units in child development, early childhood studies, American sign language, deaf studies, consumer and family services, sociology, or psychology may be substituted for the education requirement. Applicants who are enrolled in college and are within one semester of completing the required education may be admitted to the examination but must submit evidence of completion before they can be considered eligible for appointment.)</div><div>NOTE: Evidence of completion of required education must be attached to the application at the time of filing (i.e., OFFICIAL transcripts in sealed envelope or copy of degree). Applicants with transcripts already on file should indicate in #13-EDUCATION on State Application.</div><div>Experience Requirements: Experience in California state service applied toward the open experience pattern must include the same number of years of qualifying experience as required in the promotional experience pattern performing the duties of a class equivalent in level of responsibility to the level described in the promotional experience pattern.<div>Either I<div>One year of experience in California state service performing student-counseling duties in a class at a level of responsibility equivalent to Counselor, School for the Deaf.</div>Or II<div>Three years of experience in educating, nursing, counseling, or providing recreational activities or residential care for groups of children, which must have included at least one year working as a lead or supervisor over other staff.</div></div></div><div>See reverse side for additional information.</div></div>		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<div>SUPERVISING COUNSLEOR, SCHOOL FOR THE DEAF XB70-9665</div> <div>Continuous Filing</div>		

POSITION
DESCRIPTION
AND LOCATION

Supervising Counselor, School for the Deaf is the first supervisory level in the series. Under general direction, incumbents in this class work as shift supervisors over counselor staff who provide residential care services to students. Typical tasks include planning and coordinating activities and programs which meet the identified needs of students; preparing or supervising the preparation of written schedules, activity plans, and student behavior management programs; supervising, training, and providing guidance and expertise to staff; contacting parents regarding the more difficult student behavior problems and coordinating the provision of nonschool social, medical, and other services to students and parents; participating in the development of individual student development plans with academic and other school professional staff; ensuring back-up support for Counselors in activities or in controlling student behavior; and working as a night shift supervisor over Night Attendants, School for the Deaf. Positions exist with the California School for the Deaf in Riverside Counties.

EXAMINATION
INFORMATION

This examination will consist of a mandatory qualifications appraisal interview weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% in the interview.

INTERVIEW
SCOPE

Qualifications Appraisal Interview - Weighted 100%

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
 1. Appropriate methods and behaviors in the care of disabled children.
 2. Good personal hygiene practices.
 3. Daily living skills.
 4. Safety precautions and procedures.
 5. Basic behavior management techniques with children.
 6. Problems involved in the care of disabled children in a residential setting.
 7. Principles of child guidance.
 8. Hygiene and physical education.
 9. Characteristics and limitations of disabled children, including mental, physical, neurological, and emotional disabilities.
 10. Training sequences for the development of life skills for disabled children.
 11. Principles and techniques of planning and implementing children's group activities with specific goals and objectives.
 12. Behavior management and modification techniques for managing deaf students with behavioral and/or emotional problems.
 13. Principles and techniques of effective employee development, training, and supervision.
 14. The organization and function of a school for the deaf.
 15. Techniques for planning and coordinating staff and student activity schedules.
 16. Principles of effective communication.
 17. Documentation requirements and techniques of student behavior and activities.
 18. Duties of other staff members.
 19. A Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.
 20. A Supervisor's role in the labor relations program.
- B. **Ability to:**
 1. Provide responsible care and instruction for children in basic functions such as bathing, dressing, eating, bed making, etc.
 2. Develop friendly and trusting relationships with children.
 3. Maintain order and security during sleeping hours in the dormitory.
 4. Follow a training plan for living skills and behavior management of students.
 5. Keep basic records and write basic anecdotal reports.
 6. Effectively provide guidance and advice to deaf students, both individually and in groups.
 7. Apply the principles and techniques of individual and group counseling to assist the academic and social development of deaf children and adolescents.
 8. Supervise physical activities of children.
 9. Communicate effectively.
 10. Maintain good relations with parents and others contacted in the work.
 11. Secure respect and cooperation of students and coworkers.
 12. Maintain fair and consistent discipline with students.
 13. Effectively manage deaf students with behavioral and/or emotional problems.
 14. Analyze situations accurately and take effective action.
 15. Plan and organize activities and programs with specific goals and objectives.
 16. Treat children fairly and without favoritism.
 17. Keep records and prepare written reports.
 18. Think and act quickly and effectively in an emergency.
 19. Encourage teamwork among staff members and children.
 20. Effectively assign, supervise, train, and provide leadership to subordinate staff.
 21. Effectively plan, develop, organize, and schedule activities and programs for deaf students.
 22. Effectively document student behavior incidents and other reports.
 23. Make constructive, realistic decisions.
 24. Recognize symptoms requiring medical or other special care.
 25. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
 26. Effectively administer labor relations contracts.

See reverse side for additional information.

DEFINITION OF TERMS	Experience in education, nursing, recreation, and/or counseling must be with children.
MONTHLY SALARY RANGE	\$3,050 - \$3,668
ELIGIBLE LIST	A separate departmental open eligible list will be established for the California Department of Education for Riverside County. Names of successful candidates will be merged into the existing eligible list according to their final ranking. Eligibility expires 24 months after it is established.
RECOMPETITION RESTRICTIONS	Unsuccessful candidates who wish to recompete must wait 12 months from the date of disqualification before reapplying. Successful candidates must wait 18 months before reapplying.
SPECIAL PERSONAL CHARACTERISTICS	Supportive understanding of the problems of disabled children; interest and concern for the safety and welfare of children; keenness of observation; willingness to assume an instructional role with students; willingness to work differing shifts; tact and patience; and dress appropriate for the assignment.
ADDITIONAL DESIRABLE QUALIFICATION	Possession of a valid driver's license issued by the Department of Motor Vehicles.
VETERANS POINTS	Veterans' preference points will be added to the final score of candidates in this examination who qualify for and have requested these points, and who are successful in all part(s) of the examination. (See "General Information" on this bulletin for information regarding veterans' points.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Education's Selection Services Office in Sacramento at (916) 319-0857 six weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference points) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In the appraisal of experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience. Evaluation of a candidate's personal development will include consideration of the candidate's recognition of personal training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans' Preference: Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA DEPARTMENT OF EDUCATION
Selection Services Office
1430 N Street, Room 1802
P.O. Box 1236
Sacramento, CA 95812-1236
Voice/TDD Telephone: 916-319-0857

Continuous

California Relay (Telephone) Service for
the Deaf or Hearing Impaired:
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922